

LUCKIAMUTE WATERSHED COUNCIL MINUTES

August 9, 2012

6 p.m. – Education/Outreach meeting at Crush

7 p.m. – General Council Meeting, Monmouth Volunteer Hall

CALL TO ORDER Chair Suzanne Moellendorf called the meeting to order. Present were: Gail Oberst, George Grosch, Kerry Weisensee, Karin Nembach, Ron Nestlerode, Rebecca McCoun, Dan Farnworth, Peter Guillozet. Liz Redon, Kendra Smith

ACTION: Karin moves and George seconds the motion to approve minutes with changes.

Attendance and volunteer sheet is circulated. Changes: There was a cap of \$1,000 on attorney fees, and also, George did not second the motion. Also add: Ron went to the communications talk.

REPORTS

Model Watershed Program

Kendra Smith – Program update and summary. The Bonneville Environmental Foundation is a nonprofit organization that helps businesses and organizations reduce their energy, carbon and water footprints. These include offsets, alternative energy such as solar for schools, for example, and the Model Watershed program. The program works on the premise that whole-basin projects are better than one-offs, and that steady funding is better than spotty funding. Working with Northwest native American tribes and watershed council, and with Meyer Memorial funds, BEF hopes to deliver meaningful restoration for salmon habitat. The Luckiamute and six other watersheds are in the third year of a 10-year action plan and are now looking for broader cooperation to improve work done on the ground. Unique to Oregon, the trend is to focus on key locations where salmon can survive to preserve the species. In three years since 2009, they've seen a rise in the amount and quality of work. The Meyer/BEF funds are for Upper Luckiamute. OWEB's SIP is also a set of funds available to model watershed on a non-competitive basis. BEF is working this month with OWEB on 2013-15 plan to prioritize projects with a focus on process and function (revegetation, fencing, large wood, culverts). BEF provides technical support and guidance, and reports to Meyer. No grant reports are required – she writes it. A regional database is being developed to share data across watersheds. Also sharing monitoring strategies and plant ordering within the Willamette Initiative, picking up where OWEB won't pay. Questions: Funding?. Meyer provides seven years, BEF comes up with three. BEF is now hiring professional fundraisers. BEF is working on a diverse message and strategy. Questions about the database project, set up to create stability in Access, created by Sitka in an SQL format. It will be web-based and accessible, connected to GIS data.

Discussion of Transition

Liz Redon – Coordinator for N. Santiam – See Transition and training proposal.

Liz provides a background for herself and Denise Hoffart-Hay, and describes the proposal for both transition, and for board functioning and restoration strategies.

The council discussed the proposal, including which elements should be kept, and which were needed later. The Steering Committee will bring a proposal back for council approval Sept. 14.

Projects Update

Peter Guillozet. See report. Peter reviews work on knotweed in the model watershed. New proposals include BLM Secure Schools RAC – From \$30,000 to 40,000 available for projects. Priorities for Maxfield Creek include completion of a large wood placement project. A proposal to come, will include helicopter placement. Discussion of other Luckiamute large wood potential

included Falls City Dutch Creek culverts on Weyerhaeuser property. LSNA grant agreement is coming and estimated at approximately \$375,000.

Committee Reports

Steering Committee – Suzanne -- Employment discussion is delayed until Wednesday 10:45 a.m. at the office. Interviews with coordinator applicants re set for Wednesday and Thursday with three applicants.

Budget – Dan – See budget report. \$495,073 on hand. The format for the budget is being revised. ACTION: George Moves, Gail seconds a motion to approve the financial statement.

Education/Outreach – The committee will create an article aimed at recruiting new council members. The article could be placed in the newspapers and then lead people to explanations on website. Speaker next month – OSU Wildlife professor.

Adjournment

The next regular meeting is at 7 p.m. Thursday, September 14, possibly at the LSNA park office, Buena Vista. The Education/Outreach Committee will organize a hike of the LSNA before the meeting.



Agenda

Luckiamute Watershed Council
August 9, 2012, 7 p.m.
Volunteer Hall, Monmouth

Education/Outreach Committee meeting – 6 pm at Crush, on the corner of Main St & Warren St. in Monmouth.

Introductions:

7:00-7:10 Call to order – *Chair, Suzanne*
Introductions – Guests and Council Members
Minutes – **Proposed Action:** Approve Minutes from July 12, 2012.
Time and attendance sheets

Business:

7:10-7:55 **Model Watershed Program Presentation**
Kendra Smith, Bonneville Environmental Foundation
20 minutes: Presentation
20 minutes: Questions and discussion

7:55-8:10 **Organization Enhancement Project Proposal** *Liz Redon*

8:10-8:20 **Steering Committee Report** *Suzanne*
Unemployment filing update
Coordinator employee search

8:20-8:25 **Treasurer and Budget Committee** *Dan*
Budget report

8:25-8:35 **Projects Update** *Peter*

8:35-8:45 **Education/Outreach Committee Update** *Gail*
Board recruitment update

8:45-8:50 **Small Grant Team Meeting Update** *Karin*

8:45-9:00 **LWC member reports and public comments** *All present*

LWC Project Manager and Interim Coordinator Report, July 2012

Grant/Expense Category	Project Task	Contract Deliverable	Hours Recorded July 1-31	July Notes
LSNA MMT 10080217 (PM)			8.0	
Project Management	Meet with OPRD quarterly	Meetings held	4.0	Quarterly meeting with Ryan and Steve, maps and prep for meeting
Project Management	Determine plant numbers, request and arrange delivery of plants from BEF through regional grow contract, provide plant lists in database	Email updates to BEF, make contacts with suppliers, put plant lists for project sites in database	4.0	Revised plant species and quantity list to BEF
LSNA OWEB 208-3090-8417			23.0	
Project Management	Prepare and track revegetation and technical services contracts	Contracts prepared and executed within budget	4.0	Contract budget assessment, refinements to new contract
Project Management	Evaluate site conditions	Site conditions evaluated	3.0	Site visit
Project Management	Guide and check contractor work	Contractor work checked	4.0	Evaluation of July D. Franco cutting work throughout site
Other activities	As requested by Council and accepted by Contractor		12.0	Corvallis revegetation meeting hosted by MMT and presentation prep
Model Watershed MMT			13.0	
Project Management	Represent Council in communications with funders and at requested meetings	Adequate communications maintained and meetings attended	2.0	Communications with BEF and OWEB
Project Management	Track riparian revegetation per grant requirements	Project GIS maps and documentation of planting in year end report	2.0	Draft maps provided to Jill Ory for BEF
Project Management	Track invasive species control in the SIP area per grant requirements	Project GIS maps and documentation of treatment locations in year end report	2.0	Draft maps provided to Jill Ory for BEF
Other activities	As requested by Council and accepted by Contractor		7.0	Maxfield Creek site visits for monitoring report, Meeting with Mike Herrick (Aquatic Contracting at bridge piers and side channel reconnection sites)
Model Watershed MMT			18.0	
Education and Outreach	Build relationships with landowners in SIP project area and keep them adequately informed about project activities	Provide documentation of contact attempts and interactions in database, keep landowners informed via telephone, email and/or mail contact (activities coordinated and/or shared with Council Coordinator or other contractor)	18.0	Notification emails and calls to landowners in advance of August knotweed treatment, field meeting with Eileen Maxfield, preparation of presentation for July board meeting
Model Watershed MMT 11030689 (Database)			5.0	
		Council work flow and contact information is entered in database		Meeting with Jill Ory at BEF office, meeting prep and follow up.
Model Watershed OWEB 208-3090-8415 (PM)			34.0	
Project Management	Canoe entire reach for reconnaissance level survey	Data collected and summarized	10.0	Paddle/Data collection

LWC Project Manager and Interim Coordinator Report, July 2012

Grant/Expense Category	Project Task	Contract Deliverable	Hours Recorded July 1-31	July Notes
Project Management	Knotweed control/Revegetation	Site prescriptions and budget resulting in signed contract(s)	4.0	Revised scopes for D. Franco and Kuznetsov
Project Management	Prepare and track revegetation and technical services contracts	Contracts prepared and executed within budget	2.0	Renewed Kuznetsov certificate of insurance
Project Management	Review contractor invoices and process for payment	Check requests prepared and submitted to CPRCD upon satisfactory completion of work	1.0	Franco invoice
Project Management	Evaluate site conditions	Site conditions evaluated	8.0	Visits to all MW reveg sites
Project Management	Guide and check contractor work	Contractor work checked	9.0	Follow up site visits, knotweed status checks
		Project Management Subtotal	101.0	
OWEB 212-058 (Coordinator)	Council Operational Support	Attend steering committee and monthly Board meetings; Submit monthly Council meeting reports to Council Chair; Creates board packet and sends to Board. Update website periodically. Volunteers organized and contributing to LSNA regardless of whether formal group has been developed.	20.0	July 3 Steering Committee meeting, secured July Board meeting venue, posted press releases with local media, prepared and sent July board packet, board meeting attendance; Met with Craig Coleman (Polk I-O) for knotweed story and reviewed draft
OWEB 212-058 (Coordinator)	General Council Administration	Development of location and format for electronic format. All existing grant documentation and records online; Respond to and record requests deemed relevant to current/potential/future projects and Council operation. Communicate all other requests to Council Chair for prioritization. Maintain calendar for LWC.	2.0	Misc. file management
OWEB 212-058 (Coordinator)	Oversee Budget & Expenditures	Maintain calendar of upcoming grant deliverables; maintain ongoing record of grant accomplishments in the appropriate reporting format of the applicable upcoming grant report; Communicate as needed with grantors; Maintain accurate and complete record of invoices and check requests by grant in dropbox.	6.0	Email and phone communications with Wendy Hudson (OWEB) and Pam Wiley (MMT) to rectify budget shortfall; Responses to additional budget modification requests from Ken Bierly
OWEB 212-058 (Coordinator)	Grant Development & Administration	Submission of 3-5 additional grants; Approval of at least one additional grant. Submit required grant reports.	4.0	Interim Weed Board Grant report prepared and submitted
Model Watershed MMT 12030692 (Coordinator)	Collaboration Meetings	Attend collaborative meetings as appropriate for topic	8.0	Confluence database meeting prep and meeting
		Council Coordination Subtotal	40.0	